

JUDICIARY HUMAN RESOURCES DEPARTMENT

FACT SHEET

Policy on Leave Donations and the Judiciary Leave Bank

ELIGIBILITY REQUIREMENTS FOR LEAVE DONATIONS AND THE LEAVE BANK

- Regular Employees who have completed initial probation (if required to serve an initial probation), except law clerks.
- Sufficient medical documentation of the employee's serious and prolonged medical condition.
- For the employee's own serious medical condition only.
- Employee must have exhausted all accrued leave (except comp time earned in lieu of cash overtime).
- The employee must be in good standing:
 - ✓ No disciplinary action in the last 12 months.
 - ✓ An overall performance rating of at least "meets standards."
 - ✓ A rating of at least "meets standards" in leave management or attendance/dependability.
- The employee has not already used 320 hours of leave from the leave bank and/or donated leave, combined, within the last 12 months, or 1,040 hours in his/her career.
- Failure to satisfy any of these conditions will be grounds for denying the use of this leave.

DONATED LEAVE

Receiving Donated Leave

- The employee must submit form JHR0018.*
- The employee's Administrative Official will determine the employee's eligibility for donated leave.
- The Administrative Official may advise staff that an unidentified employee is in need of donated leave.
- Due to HIPAA, the identity of the employee must not be disclosed.

Donating Leave

- Employees wishing to donate leave to an employee can submit form JHR0019.*
- The Administrative Official will determine whether the employee has sufficient leave available to donate.

LEAVE BANK

Enrolling in the Leave Bank

- An employee must donate at least 8 hours of annual, personal or sick leave to the Judiciary Leave Bank during the enrollment period.
- The employee must complete form JHR0020.*
- The employee's Administrative Official will determine the employee's eligibility.
- The membership is good for one year, commencing at the beginning of the next leave year.

Requesting Leave from the Leave Bank

- The employee will submit form JHR0018.
- The employee's Administrative Official will determine the employee's eligibility.
- If the employee meets all of the criteria, then the employee may be granted leave from the Bank.

APPEALS

- An employee who is denied donated leave or leave from the Leave Bank may request an appeal.
- The employee must complete form JHR 0021* and submit it to the Executive Director of Human Resources within 5 days of when the employee became aware of the denial.
- The decision of the Executive Director or his/her designee is final.

**The form can be found on Courtnet*

Consult the policy or contact the Employee Relations Unit at (410) 260-1732 if you have any questions.